

# Vendor Certification Inquiry

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

I hope this message finds you well. We are currently conducting a review of our vendor certifications to ensure compliance with our quality standards and requirements.

We kindly request that you provide us with the following information:

- List of current certifications
- Certification expiration dates
- Copies of certificates

Please send the requested information by [specific date] to ensure a smooth evaluation process. Should you have any questions, feel free to contact me directly.

Thank you for your attention to this matter. We value our partnership and look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]